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2015 **HEALTHY** WORKPLACE CONFERENCE

RESOURCE GUIDE



**Connect.
Learn.
Celebrate!**



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Connect. Learn. Celebrate!

LiveWell's At Work group is focused on helping create healthier workplaces in Greenville, and the Healthy Workplace Conference is a perfect example of the group's work.

CONNECT. The conference is a great venue for human resource team members, wellness professionals, wellness committee members, and management teams to interact with other organizations and vendors that are invested in wellness. The conference's vendor expo is filled with local and regional wellness-oriented businesses and resources. Throughout the day there will be multiple opportunities to meet people leading the wellness initiatives within their own organization.

LEARN. Throughout the day, attendees will learn from several educational sessions designed to help them start or improve their organization's workplace wellness initiative. The educational ses-

sions will have two tracks this year. One will focus on "A Stealthy Approach to a Healthy Culture" and the other is focused on "Ruling" a Healthy Culture.

CELEBRATE! We will officially recognize the 2015 LiveWell Workplace winners during a cocktail reception this year. The awards presentation will applaud Greenville's Healthiest Businesses, and take a few minutes to highlight their efforts.

In addition to the Healthy Workplace Expo and Healthy Workplace Awards, LiveWell has developed several tools and programs designed to help create healthier workplaces and employees in Greenville. These include:

OUR WORKPLACE TOOLKIT. This comprehensive document is designed for companies that have a need and desire to create a workplace wellness Initiative, but need help with structure and resources.

ROUNDTABLE SESSIONS. Held quarterly, these events are designed to educate attendees on relevant topics, and are structured to foster peer-to-peer mentoring.

At Work is one of several work groups within LiveWell Greenville, an organization with a mission to make Greenville County a healthier place to live, work and play. Formed in 2010, the coalition has engaged more than 100 key partners in crafting plans to create policies, systems, and environments in our community to make living well easier. Safe places to walk and bike, healthier schools and workplaces, nutritious snacks in child care centers, better access to parks – these are some of the initiatives shepherded LiveWell Greenville.

Please visit www.livewellgreenville.org to learn more about the LiveWell At Work group, available free resources and the group's upcoming schedule of events.

Thank you to our supporting organizations!
You'll find many of them listed throughout this guide.



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We're Convinced, But Need Help

GETTING STARTED



Gain Support from Management

Support from all levels of management is key to the success of your wellness program. Inform managers about the program early on and encourage them to participate. Define your vision for the program, then communicate clearly and often the goals and benefits to the company and participants. Consider setting an annual meeting with the executive team and managers to review the wellness program results from the previous year and to preview next year.

Forming Your Wellness Committee

The Wellness Committee is responsible for promoting the worksite wellness program, planning activities, recruiting team leaders and conducting the evaluation. The size of the Committee depends on the size of your company and the scope of the program or activities. There is no minimum or maximum size, but the Committee should be large enough to represent your workforce, and represent all locations if you have more than one facility.

Company management or the Wellness Committee should identify a Wellness Coordinator to manage the program, and the Wellness Committee should meet on a regular basis – quarterly at a minimum.

What Should We Expect to Invest?

Building a successful worksite wellness program requires resources – including staff time and finances.

Many organizations can build a successful wellness program with wellness committee volunteers. In these instances no additional expenses are added, but there is a value associated with each volunteer's time.

Actual programming costs can fluctuate based on whether the employer pays all costs, the employees pay all costs, or the costs are shared. Cost are also affected by whether the program components are done by staff or through a third party.

National experts estimate the cost per employee to be \$150 to \$300 per year for a wellness program that should produce a return on investment of \$450 to \$900.

A Final Thought On Start-Up

Many people want to jump into programming at the beginning, but if you begin when a plan you will ultimately have a more successful program. If your plan is based on your well-founded goals, geared to your employees' needs and interests, and uses proven strategies, you will greatly increase your likelihood for success.

- Taken, in part, from the LiveWell Greenville At Work Toolkit



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- >>> Our corporate packages include power workshops, lunch-and-learns with a menu of topics, and in house, hands-on screenings <<<
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LiveWell G Healthy Work Why Should Your O

The Healthy Workplace Awards will recognize and celebrate Greenville's healthiest organizations, but there are other benefits that can be derived from applying for the award, even when your company may not meet the requirements to earn an award.

Any comprehensive wellness award application will take some time, but it will also provide a high-level view of your current wellness program, and assist in exploring opportunities for growth and improvement of your program. Your results – and even the application process itself – can be beneficial in obtaining support for growth and developing a stronger foundation. Completing the application process encourages you to take an objective look at each facet of your organization's wellness initiative, and analyze the planning and structure of each. The application may even open your eyes to current offerings that cross-over into the wellness arena and already support your workplace wellness efforts. After completing the application, create a list of specific areas in which you saw an opportunity to expand or improve, then indicate the potential benefits and impact for such additions. Present this list as an action plan – along with a timeline and potential budget – to your management team. This program review and action plan will greatly aid in the success of your wellness program, and can be very impactful to your organization overall.

Using any wellness award program as a benchmarking tool for your organization can be very powerful. To further obtain support and buy-in, compare your results to similar organizations' award achievements. It is important to consider differences in size, region and industry as you compare, although some award programs will benchmark your results to similar sized organizations or by region. In addition, applying for an award over multiple years will also help track your progress and improvements. Award achievement and recognition could also positively impact your organization's recruiting and retention efforts. Organizations with strong wellness programs and a healthy culture tend to attract and retain quality candidates; so consider advertising and promoting any award achievements.

Lastly, if the award program offers an award celebration or presentation, strongly consider attending the presentation. Encourage members of your wellness committee and top management to attend as well. Many award programs highlight each award winner's initiatives or most successful programs, so it could be a learning experience as you hear about other successes. This is also a good time to network with other organizations that are excelling in the administration of their workplace wellness programs, and this also lends the opportunity to learn from other's experiences.

LiveWell Greenville's At Work group initiated the Healthy Workplace Awards for Greenville County businesses last year. The current application consists of a 76-question application, and a few minimum criteria and submissions must be met in order to be eligible for a bronze, silver or gold award. The scoring system is set up to take the size of each applying organization into account.

The scope of the award mirrors the LiveWell At Work Toolkit, and the categories, scoring, and benchmarking



Greenville's Workplace Award Organization Apply?

were formed with the help of the academic, medical, wellness and business communities. These professionals include PhD's, MD's, CEO's, HR directors, as well as health and wellness professionals throughout the southeast.

The minimum criteria to be eligible for an award are:

1. Program in place for minimum of 18 months
2. Senior management commitment to a workplace wellness program, requires letter of commitment
3. Functioning workplace wellness committee that meets at least twice per year
4. A guiding document or action plan must be submitted
5. A dedicated workplace wellness budget must be established
6. 10% employee participation on average in wellness initiatives
7. Workplace must have a tobacco policy that limits the use of tobacco at the workplace

LiveWell Greenville provides an executive summary to all award winners. This executive summary is an analysis of their program's strengths and weaknesses, and highlights opportunities for improvement in their workplace wellness program. The executive summary is complete with links to resources including direct references to LiveWell Greenville's At Work Toolkit.

- Written by Abby Russell; Workplace
Wellness Consultant at Rosenfeld
Einstein, LiveWell Greenville
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